



Papillion-La Vista
School District

**TEACHER
HANDBOOK
2007-08**

**Success. . .
One Student At A Time!**

NON-DISCRIMINATION

The Papillion-La Vista School District does not discriminate on the basis of race, color, religion, national origin, gender, marital status, age, disability or any other legally protected status in admission or access to, or treatment, or employment in its programs and activities. The following person has been designated to handle inquiries regarding complaints, grievance procedures or the application of these policies of non-discrimination: Assistant Superintendent of Human Resources, 420 South Washington Street, Papillion, NE 68046, Phone: (402) 537-6206

Any parent, employees and students who do not believe their complaints regarding Title IX, Title VI or Section 504 have been met with resolution at the District level may appeal their grievances to the Regional Department of Education, Office for Civil Rights, 8930 Ward Parkway, Suite 2037, Kansas City MO 64114, Phone (816) 268-0550, Fax (816) 823-1404, TDD (800) 437-0833

May 2004

Papillion-La Vista Public Schools Directory 2006-07

Central Office.....	420 So Washington, Papillion, NE 68046	537-9998
Superintendent of Schools	Dr. Harlan Metschke.....	537-6207
Assistant Superintendent of Human Resources	Dr. Rick Black	537-6206
Assistant Superintendent of Curriculum	Dr. Jef Johnston	537-6219
Assistant Superintendent of Business	Steve Coleman	537-6249
Director of Special Services	George Spilker	537-6221
Special Services/Title I Coordinator.....	Jane Byers	537-6222
Director of Student Services.....	Dr. Brad Conner.....	537-6218
Director of K-12 Curriculum	Dr. Ron Hanson	537-6225
Director of School Improvement Planning.....	Mary Knight	537-6238
Instructional Facilitator.....	Mary Scarborough/Cindy Case.....	537-6219
Director of Human Resources	Mimi Goings.....	537-6267
Director of Communications	Annette Eyman	537-6205
Director of Business Operations	Sally Hileman	537-6244
Director of Food Service	Sue Sucha	537-6250
Director of Information Technology.....	John Willoz.....	537-6293
School-to-Career Coordinator	Jean Brown	537-6226

Buildings and Grounds.....	8120 Giles Road, La Vista, NE 68128	898-0420
Director of Buildings and Grounds.....	Tom Hanson.....	(digital) 449-3468
Supervisor, Maintenance Services.....	Dave Harrill	(digital) 271-1618
Supervisor, Custodial Services	Gill Boykin	(voice) 978-6063
Assistant Supervisor, Custodial Services.....	Jim Clary	

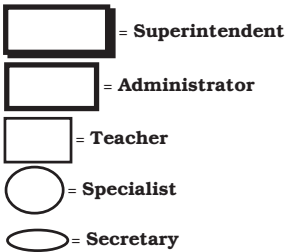
Distribution Center.....	8130 Giles Road, La Vista, NE 68128	898-0483
Supervisor, Warehouse/Transportation.....	John Halliday	
Assistant Supervisor, Warehouse/Transportation	Anthony Carrillo	

Secondary Schools

Papillion-La Vista High School.....	James Glover, Principal - Elaine Hansen, Secretary	898-0400
402 E. Centennial Road, Papillion, NE 68046		
Papillion-La Vista South High School.....	Dr. Enid Schonewise, Principal–Ann Haynes, Secretary	829-4600
10799 Highway 370, Papillion, NE 68046		
La Vista Junior High.....	Thomas Furby, Principal – LaVonne Muma, Secretary	898-0436
7900 Edgewood Blvd., La Vista, NE 68128		
Papillion Junior High.....	John McGill, Principal - Melanie Iverson, Secretary	898-0424
423 So Washington St., Papillion, NE 68046		
IDEAL School.....	Dr. Doug Radtke, Director - Tamy Grate, Secretary.....	898-0485
1104 Applewood Dr., Papillion, NE 68046		
Young Adult Transition Program	George Spilker/Jane Byers, Directors	898-1970
504 So Washington St, Papillion, NE 68046		

Elementary Schools

Anderson Grove.....	Scott Blum, Principal - Candy Williams, Secretary	898-0479
11820 So 37 th St, Bellevue, NE 68123		
Carriage Hill	Dr. Debra Rodenburg, Principal - Shari Teixeira/Deb Portofee, Secretaries	898-0449
400 Cedar Dale Road, Papillion, NE 68046		
G. Stanley Hall	Paul Bohn, Principal – Veniece Dvorak, Secretary.....	898-0455
7600 So 72 nd St., La Vista, NE 68157		
Golden Hills	Heidi Henningson, Principal – Debra Barnett, Secretary	898-0459
2912 Coffey Ave, Bellevue, NE 68123		
Hickory Hill	Troy Juracek, Principal – Talisa Maris, Secretary	898-0469
1307 Rogers Drive, Papillion, NE 68046		
La Vista West	Lisa Wood, Principal – Karen Morehead, Secretary	898-0463
7821 Terry Drive, La Vista, NE 68128		
Parkview Heights.....	Scott Nelson, Principal – Christy Fitzgerald, Secretary	898-0433
7609 So 89 th St, La Vista, NE 68128		
Portal Elementary	Kathy Thomas, Principal – Janice Miner, Secretary	898-0425
9920 Brentwood Dr, La Vista, NE 68128		
Rumsey Station.....	Kim Castellano, Principal - Mari Apgar, Secretary	898-0475
110 Eagle Ridge Dr, Papillion, NE 68133		
Tara Heights	Patricia Zeimet, Principal – Sharon Christensen, Secretary	898-0445
700 Tara Road, Papillion, NE 68046		
Trumble Park	Kellen Czaplewski, Principal - Cathy Torkelson, Secretary	898-0466
500 Valley Road, Papillion, NE 68046		
Walnut Creek	Jim Melonis, Principal – Teresa Rolfzen, Secretary	898-9630
720 Fenwick St, Papillion, NE 68046		



Updated 8-18-06

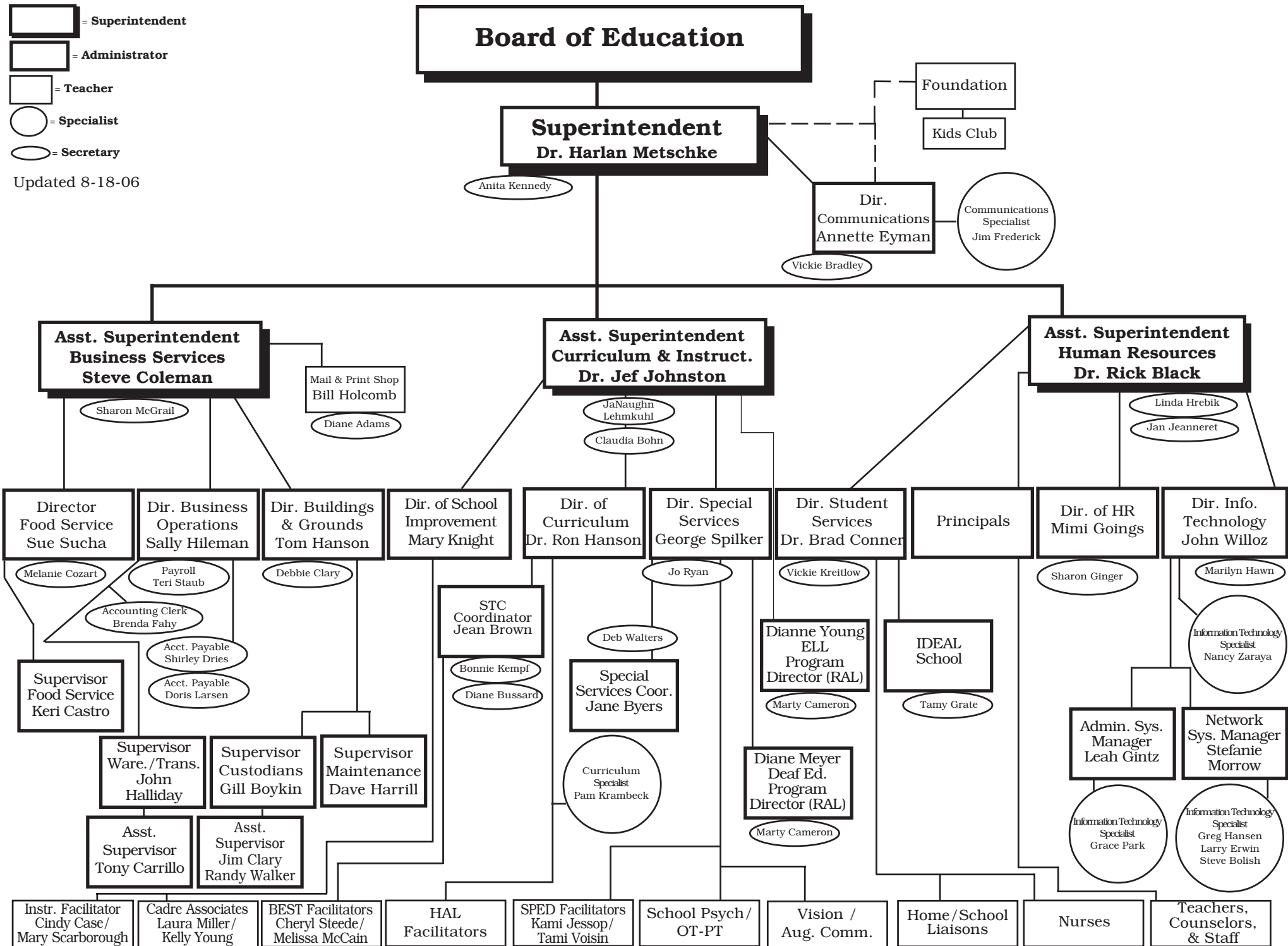


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Welcome

Congratulations on becoming a member of the Papillion-La Vista Schools' employee team. By accepting this opportunity, you are committing your talents and skills to the task of developing well-educated, productive and responsible adults. The work you do now is an investment in the future of our students.

Papillion-La Vista Public Schools Mission Statement

In cooperation with family and community, the mission of the Papillion-La Vista School District is to prepare all students to be productive, responsible citizens in a changing society through superior educational programs in a safe and supportive environment.

Governing Beliefs

The governing beliefs of the Papillion-La Vista School District are:

- Our district's purpose is to ensure academic learning in an equitable manner while offering a variety of extra-curricular opportunities.
- Our schools will provide a student-centered environment which is safe, supportive and nurturing.
- Our schools' effectiveness is maximized when students, family, staff and community share in the vision and actively participate in the educational process.
- Our schools have the primary role in managing the educational variables necessary for learning.
- All students will obtain knowledge and skills which enable them to be contributing, responsible members of society.
- All students can learn when their unique needs are met.
- All students will be challenged to meet high standards.
- All students will be provided the resources necessary to learn.
- Education is a lifelong process.

District Goals

Goal #1

The District will determine how to identify and meet individual needs of all students and maximize every student learning experience.

Goal #2

The District will improve student reading and writing skills, measured by curriculum based and standardized tests.

Goal #3

The District will recruit, hire, and retain a qualified, informed, and effective staff.

Goal #4

The District will provide a safe and secure environment for all students and staff.

Code of Ethics

The Board recognizes, endorses and adopts the Standards of Ethical and Professional Performance as established by the Nebraska Department of Education (*ADOPTED 08-11-03*)

PROCEDURE

Code of Ethics

(4045)

Standards of Ethical and Professional Performance

Preamble

The educator shall believe in the worth and dignity of human beings. Recognizing the supreme importance of the pursuit of truth, the devotion to excellence and the nurture of democratic citizenship, the educator shall regard as essential to these goals the protection of the freedom to learn and to teach and the guarantee of equal educational opportunity for all. The educator shall accept the responsibility to practice the profession to these ethical standards.

The educator shall recognize the magnitude of the responsibility he or she has accepted in choosing a career in education, and engages, individually and collectively with other educators, to judge his or her colleagues, and to be judged by them, in accordance with the provisions of this code of ethics.

The standards listed in this section are held to be generally accepted minimal standards for public school certificate holders in the State of Nebraska and for all educators, including administrators, in the Papillion-La Vista Public Schools with respect to ethical and professional conduct.

Principle I - Commitment as a Professional Educator:

Fundamental to the pursuit of high educational standards is the maintenance of a profession possessed of individuals with high skills, intellect, integrity, wisdom, and compassion. The educator shall exhibit good moral character, maintain high standards of performance and promote equality of opportunity.

In fulfillment of the educator's contractual and professional responsibilities, the educator:

- A. Shall not interfere with the exercise of political and citizenship rights and responsibilities of students, colleagues, parents, school patrons, or school board members.
- B. Shall not discriminate on the basis of race, color, religion, gender, marital status, age, national origin, ethnic background, or handicapping condition.
- C. Shall not use coercive means, or promise or provide special treatment to students, colleagues, school patrons, or school board members in order to influence professional decisions.
- D. Shall not make any fraudulent statement or fail to disclose a material fact for which the educator is responsible.
- E. Shall not exploit professional relationships with students, colleagues, parents, school patrons, or school board members for personal gain or private advantage.
- F. Shall not sexually harass students, parents or school patrons, employees, or board members.
- G. Shall not have had revoked for cause in another state a teaching certificate, administrative certificate, or any certificate enabling a person

to engage in any of the activities for which a special services counseling certificate is issued in Nebraska.

- H. Shall not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation in the performance of professional duties.
- I. Shall report to the superintendent any known violation of paragraphs G, E, or B above.
- J. Shall seek no reprisal against any individual who has reported a violation of this rule.

Principle II - Commitment to the Student:

Mindful that a profession exists for the purpose of serving the best interests of the client, the educator shall practice the profession with genuine interest, concern, and consideration for the student. The educator shall work to stimulate the spirit of inquiry, the acquisition of knowledge and understanding, and the thoughtful formulation of worthy goals.

In fulfillment of the obligation to the student, the educator:

- A. Shall permit the student to pursue reasonable independent scholastic effort, and shall permit the student access to varying points of view.
- B. Shall not deliberately suppress or distort subject matter for which the educator is responsible.
- C. Shall make reasonable effort to protect the student from conditions that interfere with the learning process or are harmful to health or safety.
- D. Shall conduct professional educational activities in accordance with sound educational practices that are in the best interest of the student.
- E. Shall keep in confidence personally identifiable information that has been obtained in the course of professional service, unless disclosure serves professional purposes, or is required by law.
- F. Shall not tutor for remuneration students assigned to his or her classes unless approved by the Papillion-La Vista Board of Education.
- G. Shall not discipline students using corporal punishment.

Principle III - Commitment to the Public:

The magnitude of the responsibility inherent in the education process requires dedication to the principles of our democratic heritage. The educator bears particular responsibility for instilling an understanding of the confidence in the rule of law, respect for individual freedom, and a responsibility to promote respect by the public for the integrity of the profession.

In fulfillment of the obligation to the public, the educator:

- A. Shall not misrepresent an institution with which the educator is affiliated, and shall take added precautions to distinguish between the educator's personal and institutional views.
- B. Shall not use institutional privileges for private gain or to promote political candidates, political issues, or partisan political activities.
- C. Shall neither offer nor accept gifts or favors that will impair professional judgment.
- D. Shall support the principle of due process and protect the political, citizenship, and natural rights of all individuals.

- E. Shall not commit any act of moral turpitude, nor commit any felony under the laws of the United States or any state or territory.
- F. Shall, with reasonable diligence, attend to the duties of his or her professional position.

Principle IV - Commitment to the Profession:

In belief that the quality of the services to the education profession directly influences the nation and its citizens, the educator shall exert every effort to raise professional standards, to improve service, to promote a climate in which the exercise of professional judgment is encouraged, and to achieve conditions which attract persons worthy of the trust to careers in education. The educator shall believe that sound professional relationships with colleagues are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to the profession, the educator:

- A. Shall provide upon the request of an aggrieved party, a written statement of specific reasons for recommendations that lead to the denial of increments, significant changes in employment, or termination of employment.
- B. Shall not misrepresent his or her professional qualifications or those of colleagues.
- C. Shall practice the profession only with proper certification, and shall actively oppose the practice of the profession by persons known to be unqualified.

Principle V - Commitment to Professional Employment Practices:

The educator shall regard the employment agreement as a pledge to be executed both in spirit and in fact. The educator shall believe that sound personnel relationships with governing boards are built upon personal integrity, dignity, and mutual respect.

In fulfillment of the obligation to professional employment practices, the educator:

- A. Shall apply for, accept, offer, or assign a position or responsibility on the basis of professional preparation and legal qualifications.
- B. Shall not knowingly withhold information regarding a position from an applicant or employer, or misrepresent an assignment or conditions of employment.
- C. Shall give prompt notice to the employer of any change in availability of service.
- D. Shall conduct professional business through designated procedures, when available, that have been approved by the employing agency.
- E. Shall not assign to unqualified personnel, tasks for which an educator is responsible.
- F. Shall permit no commercial or personal exploitation of his or her professional position.
- G. Shall use time on duty and leave time for the purpose for which intended.

(Established 08-11-03)(Revised 04-26-04)

The Organization

Residents of the school district express their beliefs in education by electing a Board of Education to represent their views. The six members of the Board of Education are elected at large for four-year terms. School elections are held in even-numbered years, with three board members chosen.

Board of Education meetings are held the second and fourth Monday of every month usually at 7:00 P.M. in the District Office Board Room. Notice of meetings is published the preceding Thursday in the *Times*. These are open meetings and visitors are welcome.

The Board of Education is the controlling body of the Papillion-La Vista Schools. The Board is responsible for establishing a vision, making policy, and establishing the budget.

The Superintendent of Schools is responsible for seeing that the Board's policies are put into action. The Superintendent does this through a system of administrators who serve throughout the schools and offices in the district. In this way, all functions are orchestrated to best reach our goals.

You and the work you do is an important and integral part of a carefully planned system designed by the residents of the Papillion-La Vista School District. They are depending on you to nurture and educate our most precious resource - our children.

General Information

This handbook is designed to provide basic information about policies and procedures of the Papillion-La Vista Schools.

Salary Information

Certified employees are placed on a salary schedule according to the guidelines established by the Board of Education and negotiated with the Papillion-La Vista Education Association. Placement and advancement on the schedule are based on experience, the number of years served in the district, the addition of approved undergraduate hours for endorsements or specialties not previously approved, or graduate hours in your field. Teachers who report college hours taken before September 1 advance on the schedule for the entire school year. The Human Resource Office can be contacted for more information or an explanation of the salary schedule.

Supplemental Salary

Teachers who have duties beyond their normal teaching assignments, such as coaching, department head responsibilities, and building supervision, may be eligible for supplemental pay. Supplemental assignments and pay schedule are determined annually. The supplemental salary schedule is a part of the teacher's negotiated agreement.

Direct Deposit

Direct deposit of paychecks into bank accounts is mandatory. Instead of a check, check stubs listing earnings, deductions, and all other pertinent payroll information will be issued. To enroll in direct deposit, employees must stop by the Payroll Office for the appropriate paperwork with a voided check.

Payday

Papillion-La Vista school employees are paid monthly. Payday is the 15th of the month, unless that date falls on a weekend. In that case deposits are issued the Friday before. Check stubs will be distributed to the schools on payday. Summer deposit slips for off-duty personnel will be mailed to home addresses. The Human Resources Office must be notified of address changes or temporary summer addresses. Arrangements can be made to have checks mailed to a different address by calling the Human Resources Office before the close of school in May.

Mileage

Expenses for required travel throughout the district on school business may be reimbursed if the employee's own vehicle is used. Mileage reimbursement is based on the state approved rate and will be within the guidelines of the Local Government Miscellaneous Expenditure Act. Mileage voucher forms are available from the school secretary or supervisor. Forms must be filled out completely and signed by the employee and supervisor. Forms shall be turned in at the end of each month. They will be processed by the accounts payable department (see reimbursement checks).

Travel

All out-of-district travel must be pre-approved by a supervisor and/or the Assistant Superintendent of Human Resources. Any out-of-state travel must go to the Board of Education for approval prior to the travel taking place. Before submitting a travel request to the Assistant Superintendent for Human resources, verification should occur with the Business Office to assure that funds are available in the building/department budget. A travel voucher, which gives the guidelines for reimbursable expenditures, is available through a supervisor. All receipts being submitted for reimbursement (especially transportation, lodging, and meals) must be kept and submitted with the completed voucher to the accounts payable department.

Reimbursement Checks

Reimbursement checks are issued once a month and are processed by the accounts payable department. Vouchers must be submitted by the 25th of the month to receive payment the following month.

Education Association

The negotiated agreement and salary schedule for teachers are negotiated by the Papillion-La Vista Education Association.

Organization Dues

With signed authorization, dues for the Papillion-La Vista Education Association, the Nebraska State Education Association and the National Education Association can be paid via payroll deduction. The signed authorization for payroll deduction commits the full amount of dues to be paid to the above organizations for the year in which the commitment was made.

Dress Codes

Educators are role models to students. Professional appearance makes a difference to students and to our public. Different jobs, activities and events may require different attire. Educators are expected to dress appropriately on all occasions.

For certified staff two situations exist:

1. School Hours (classes in session, district staff inservice, or parent-teacher conferences, etc.)
 - Professional attire. No blues jeans. No t-shirts. Sweat suits/jogging suits only as they relate to professional duties to be performed that day (i.e., PE teachers)
2. Work Day (first week, building workdays, end of quarter workdays, etc.)
 - Professional attire is not required.

Special allowance:

- Staff are allowed to wear spirit clothing at the discretion of the building principal.

District Web Site

Teachers are able to access the Teacher Handbook and other commonly used forms on the district website: <http://www.paplv.esu3.org>. Selecting Staff Handbooks and Forms under the Staff Information menu will provide access to printable copies of the Professional Growth Procedure and Form, Transfer Request Form, Teacher Upgrade Form, and the Employee Complaint Form.

Exit Interviews

When folks leave us, the success rate of a return to our office of the Exit Interview Form you provide to them is "spotty" at best. An important piece of information we are not always getting is the reason for someone's departure from the job. With teaching (certificated) staff we always get a letter and from non-certificated rarely.

When you submit a resignation/termination HR Form on an employee, administrators should include on the comments line the reason for leaving. I do not need a long explanation.....spouse transferred...took another job.....left without a reason.....job wasn't what they expected.....I do not expect you to engage in lengthy visits or to exhaust hours tracking down an employee who has quit/left/resigned/been terminated. Simply report the reason given you by the best, most accurate source on the HR Form.

This way, if there is a disqualifiable reason related to unemployment claims, I have the reason and documentation at hand.

Benefits

The school district offers a variety of insurance plans. Brochures explaining eligibility, restrictions and details of the plans are available from the Payroll Office.

Health Insurance

The school district's health insurance plan is administered by Blue Cross and Blue Shield of Nebraska. The plan year's coverage is effective September 1st. The district will provide single coverage for the employee. Full-time employees are eligible for family coverage. Employees electing to take family health insurance coverage will contribute 7% of the total EHA established cost of the family health/single dental premium per month. If the employee and their spouse are both employed by the district and both qualify for the insurance program, they will be provided family health coverage with no co-pay cost charged to them. If one of the qualifying members is less than full-time, the co-payment will apply and be charged based upon the reduced FTE. Details are available in the Payroll Office.

Employees who experience a change in circumstance which necessitates or qualifies for a change in coverage (single to family, family to single) should notify Payroll immediately. **Those moving from single to family have 31 days from the qualifying event to complete and submit a change in coverage notification through the Payroll Office.**

Dental Insurance

Dental coverage through Blue Cross and Blue Shield of Nebraska covers 80 percent of the cost of covered preventive, diagnostic, and maintenance services. This includes a checkup and cleaning twice a year, fillings, extractions, X-rays, and sealants. Coverage is available for most full-time employees.

Long-Term Disability Insurance

Employees who have been disabled for 45 work days and who qualify, are entitled to disability insurance which will pay 60 percent of their monthly earnings and health insurance until they can return to work or until age 65. Full-time employees are eligible. Benefit plans and pay from the district cease when Long-Term Disability benefits begin. Once the employee returns to work, pay and benefits revert back to district responsibility as per policy and negotiated agreement.

Life Insurance

The district provides term life insurance (\$20,000 in most cases) for full-time employees. The plan includes accidental death and dismemberment coverage in the same amount as the basic life benefit. Employees may choose to buy supplemental insurance at an amount allowed by the district and the carrier.

Worker's Compensation

Worker's compensation pays medical costs for injuries on the job and partially reimburses for loss of salary up to a legislated maximum. Salary reimbursement begins after a seven-day waiting period. If the employee is off the job more than six weeks, the initial seven days will be paid retroactively.

Best Care Employee Assistance Program

Short-term counseling for personal problems such as marital conflicts, grief, stress, legal and financial difficulties, emotional problems, and substance abuse are available at no cost to any employee or their family members through the Nebraska Methodist Health System. The confidential services can be arranged by calling 354-8000 or 1-800-666-8606; if no answer, call 354-6710. Counselors are available by appointment Monday through Thursday, 8:00 A.M. to 9:00 P.M., Friday, 8:00 A.M. to 5:00 P.M. and Saturday, 8:00 A.M. to 7:00 P.M.

Retirement

Employees working three hours a day or more are required to participate in the Nebraska School Employees Retirement System. Contributions, which are subject to change annually, are deducted automatically from paychecks. A brochure explaining details of the retirement plan is available from the payroll department.

Early Separation

Employees with 20 or more years service as of 2006-07, or those age 55 or over with 10 years service, may qualify for early separation compensation for retiring from the district. Employees may be eligible to continue health insurance coverage after early separation directly through our health care provider. Applications are due by February 15 of the school year prior to retirement.

COBRA Benefits

Under a federal law known as COBRA, employees, their spouses and children are allowed to continue group health insurance at their own expense under any of the following conditions:

- Death of the employee.
- Leaving the district's employment, whether through resignation or termination (except gross misconduct).
- Reduction of hours.
- Divorce or legal separation.
- The employee is entitled to benefits under Title XVIII of the Social Security Act.
- A dependent child ceases to be a dependent child under the plan.

Coverage may continue for up to 18 months in cases of termination or reduction of hours, and 36 months in the other instances. Details are available through the Business Office.

Savings Plans

Savings plans, including annuity programs and U.S. Savings Bonds, are available through payroll deductions. Brochures explaining eligibility and other details are available through the Business Office.

PayFlex

PayFlex is a program designed to set aside pre-tax dollars for specific employee expenses. When enrolled in the program, a specified amount is put into an account before payroll deductions. The money in this account is available for such things as childcare or health care needs not covered by insurance, such as orthodontics, day care or eyewear. Enrollment in or withdrawal from the PayFlex program is permitted in December each year during the official enrollment period. The plan year is January 1 through December 31. Meetings to explain the program will be held before the start-up date.

Holidays

In general teaching staff have a specified number of contract days for which they are paid. Vacation periods are scheduled to avoid working on most formally observed holidays. As a result, teaching staff does not receive holiday pay. Full-time, 12-month employees receive 10 paid holidays a year. Ten-month, full-time employees receive 9 paid holidays a year.

District Calendar

Suggestions for dates for the start of school, vacations, spring break, teacher inservices, parent-teacher conferences, etc. are helpful. The calendar is submitted to the Board of Education for adoption. Copies of the approved district calendar are available from the Human Resources Office. Whenever possible, multi-year calendars will be developed.

Activity Pass

An activity pass signed by the Superintendent is issued to each employee each year in late August or early September. New employees beginning work at a time other than the start of the school year should have a pass issued to them when they fill out their new employee paperwork.

This pass serves as district employee identification and entitlement to free admittance for the employee and another adult to most home athletic events and free or reduced price tickets to the high school musical on the designated employee evening. This pass does not include free admission to district, regional or state events. Passes should not be loaned or given to others to use.

Nametags

All District employees are required to wear Papillion-La Vista School District nametags. The initial nametags will be provided by the school district. All replacement nametags will be purchased at the expense of the employee.

Leave

Accumulated Leave for Illness

One day (equivalent to 8 hours) of accumulated leave is earned per calendar month or 12 days/96 hours per year. The entire 96 hours of leave is given to staff on September 1st. This leave is based upon the employee completing the full contract year and earning the full benefit. Should an employee use the full amount of leave but not complete the year, adjustments will be made in the final check. Accumulated leave may be used for personal illness or the illness of a father, mother, grandfather, grandmother, father-in-law, mother-in-law, spouse, child, and grandchild.

After three consecutive days of illness, a physician's explanation of the illness may be requested. If the illness exceeds accumulated leave, employment rights may be able to be retained, and the district may continue to pay insurance premiums until disability begins.

Sick leave is allowed to accumulate to 120 days. The accumulated leave balance is reported on the employee's pay stub. The balance is shown in hours, not days. The district will pay for the unused leave up to 90 days upon separation from the district. The employee will be paid for accumulated leave at the rate of one-half (1/2) of the then established daily pay for substitute teacher not to exceed ninety (90) days upon separation from the district.

Procedures:

Any staff member who needs to take an extended leave for medical or personal reasons must schedule a meeting with the Assistant Superintendent for Human Resources prior to the commencement of the leave unless the leave is of an emergency nature and such a meeting could not be scheduled. The absences that most often fall into the "scheduled" category are leaves of absence, maternity, and scheduled surgeries.

The intent of the meeting will be to explain to the employee the workings and inter-workings of accumulated leave, the FMLA, and long term disability if applicable. By scheduling this meeting, consistent information can be provided to employees about the benefits package and ramifications (if any) upon their salary should the leave take them beyond their accumulated leave balance. Additionally, information about the possible need for a return to work notification by their physician if the leave is medically related can be discussed.

When requesting the leave, staff will be asked to submit a letter that includes the approximate time needed and the effective date (or approximate) of the planned leave.

Accumulated Leave for Personal Business

Personal leave is available for special circumstances (a few examples are., wedding of immediate family member, death of a friend, court summons or legal arrangements, emergencies, or business, etc.), that cannot be scheduled outside the regular duty day. Teachers shall apply for Personal Leave by submitting a request in writing (without explanation or reason) to the building administrator. The administrator shall acknowledge and submit the application to the Assistant Superintendent of Human Resources for his/her approval. The number of Personal Leave requests granted will not exceed 4%

of the teaching staff on any given contract day. A paid leave of absence shall be granted for personal leave and deducted from accumulated leave on the following basis:

- Teachers with 0-10 years of service to the district may apply for 2 personal days per year.
- Teachers with 11-20 years of service to the district may apply for 3 personal days per year.
- Teachers with 21 or more years of service to the district may apply for 4 personal days per year.

Professional Leave

Employees are encouraged to attend meetings or conferences directly related to their area of responsibility. The district provides funds to support professional growth activities through the building or department budgets. Employees should apply for professional leave for any workshop or meeting which is outside the metro area or where there will be a request for reimbursement other than mileage. Application forms are available in the buildings and must be approved by the Assistant Superintendent of Human Resources. Out-of-state professional leave must be approved by the Board of Education. Out-of-state leave which is not submitted in time for Board of Education approval may be denied.

Bereavement Leave

Bereavement leave of five consecutive days will be granted for the death of an immediate family member an employee's spouse, parent, child, brother, sister, grandchild, mother-in-law, father-in-law, or any other individual who is a permanent resident in the employee's home. Three days will be granted for the purpose of attending the funeral of a grandparent, brother-in-law, sister-in-law, son-in-law, daughter-in-law, nephew, niece, aunt, uncle, or grandparent-in-law.

Jury Duty/Subpoena Leave

Employees may be excused if called for jury duty, election duty, or in the event they are subpoenaed to appear in court. They have the option of drawing regular daily pay or jury duty pay. If regular pay is the option, jury duty pay less mileage reimbursed must be signed over to the district. In cases where the subpoena is non-employment related, use of unused Personal Leave may be required.

Family & Medical Leave

Employees may be eligible for unpaid or paid leave under the Family and Medical Leave Act for up to 12 weeks in a 12-month period. Pay for leave under the Family and Medical Leave Act will be coordinated with the negotiated benefits for the applicable leaves in each category. Family and Medical Leave Act leave may be granted for the following reasons:

- a) Birth of a child/children and to care for the newborn/s.
- b) Adoption of a son or daughter.
- c) Care of the employee's spouse, son, daughter, or parent with a serious health condition.
- d) A serious health condition that makes the employee unable to perform the functions of the employee's job.

Eligible spouses, who are both employed with the District, may have a combined total of 12 weeks for items (a) or (b) above or to care for a parent with a serious health condition.

Military Leave

The district will make accommodations for employees serving in the National Guard or any of the Armed Services Reserves for regular duty or active duty. An attempt will be made to accommodate basic training upon joining the National Guard or Reserves. However, such leave will generally be without pay.

Extended Leave

An employee who is not able to continue his/her duties due to personal or family reasons, may be granted a leave of absence without pay or benefits. If the employee's request is for a one-year leave of absence, the leave may be granted. If such a leave is granted, the employee may return to the district in a comparable position for which he or she is certified or qualified. The district may deny a leave of absence if it will cause an undue hardship on the district or a particular building. All seniority and accumulated sick leave will be maintained for the employee by the district. By negotiated agreement, a staff member on extended leave must notify the Assistant Superintendent of Human Resources, by February 1st of their intent to return the following year.

Sabbatical Leave

An employee may be granted a sabbatical leave without pay or benefits. If such a leave is granted, the employee may return to the district in a comparable position for which he or she is certified or qualified if one is available. The district may deny a sabbatical leave if it will cause an undue hardship on the district or a particular building. Request for sabbatical leave must be made by March 1 prior to the school year the leave is requested. All seniority and accumulated sick leave will be maintained for the employee.

Association Leave

The Papillion-La Vista Education Association is granted 40 days leave per year for its members. The association will pay the cost of any required substitute teacher.

Policies and Procedures

Hours

Work hours vary with department and position. Generally, a full-time certified employee is expected to work 8 hours which includes an unpaid duty-free lunch break of at least 30 minutes. The work hours will be established by the district to best meet the demands of each job. Some employees will occasionally be asked to attend meetings before or after their normal working hours.

Punctuality and reliability are keys in making the schools function properly. Illnesses and unavoidable delays should be reported to a supervisor as soon as possible.

Substitutes

An illness requiring a substitute should be reported via the substitute system caller. The system caller phone number is 597-8967.

Job Description

Job descriptions are the district's way of letting employees know what is expected of them. It is not, however, comprehensive nor is it intended to be limiting. Employees are part of a total team. By approaching their work with an eye toward exceeding expectations, not only will they grow professionally, but also help the team in providing our students the best education possible. Job descriptions should be reviewed at the beginning of employment and may be consulted again at each job evaluation. If anything on the description is unclear, clarification should be sought.

Professional Growth

Professional growth period refers to the six-year period during which tenured, contracted teachers are required by law to give evidence of professional growth. The Assistant Superintendent of Human Resources Office will approve professional growth plans as outlined and will maintain a record of completed professional growth activities.

For details of acceptable professional growth activities and the growth points they earn, please contact the Human Resources Office.

Acting as a Consultant

Employees may serve as consultant to outside organizations under professional leave (full pay) under the following provisions:

- Reimbursement for travel, meals and lodging is made by the requesting agency.
- If a stipend is received above expenses, the district shall be reimbursed either the amount of the stipend or the employee's per diem pay, whichever is less. Accrued vacation time must be used for consulting by 12-month employees.

Outside Employment

Additional employment is allowed, but should not interfere with school district duties. Employees will not be excused from their regularly assigned schedule to attend to duties for another job.

Smoke and Tobacco Free Environment

Because of health concerns and the desire to set a good example for the students, use of tobacco in any form has been banned from all school buildings, grounds and school-owned vehicles.

Drug Free Environment

Employees are asked to read and sign our drug free policy upon employment. The use, possession, or selling of any controlled substance or alcohol by any school employee while on duty will not be tolerated. Reporting to work under the influence of drugs or alcohol is also strictly prohibited. Should such incident occur, action will be taken up to and including termination. Any employee charged with or convicted of a drug related offense will be subject to an investigation and potential disciplinary measures. An employee who is concerned that he or she may have a drug or alcohol problem is encouraged to seek confidential counseling from the Employee Assistance Program (see Benefits).

Notification of Change of Address or Phone Number

The district must keep accurate employee information. Therefore, the Human Resources Office should be contacted regarding change of address or phone number. This information is for district use only and is not made available to the public.

Grievances

In every work place differences sometimes arise. It is expected that every employee will approach minor differences with an attitude of cooperation and compromise.

If, however, a situation arises that violates the negotiated agreement for a given position, it should be reported, in writing, to a supervisor to begin the grievance process. If the supervisor is part of the grievance and the employee is uncomfortable reporting to him/her, a grievance may be submitted to the Assistant Superintendent of Human Resources.

Harassment

It is the policy of this school district to provide a learning and working environment free from discriminatory insult, intimidation, sexual harassment and other forms of harassment. Harassment may be overt or subtle, but whatever form it takes, (verbal, nonverbal or physical), harassment is insulting and demeaning to the recipient and cannot be tolerated in the school environment.

Staff members are expected to conduct themselves as good citizens at all times. Examples of poor citizenship shall include, but not be limited to teasing, taunting, name-calling and all other forms of verbal or written cruelty based on any real or perceived physical or personal characteristic. The use of

abusive, profane or obscene language or gestures is prohibited.

Retaliation is also strictly prohibited and shall be grounds for discipline. There will be no retaliation by the District or its personnel against any person who, in good faith, reports, files a complaint or otherwise participates in an investigation or inquiry of sexual harassment. The initiation of a complaint in good faith about behavior that may violate the District's policy shall not result in any adverse action.

Informal Grievance: Personnel who believe that they have been a victim of harassment, sexual harassment or retaliation may informally attempt to resolve the matter by meeting with either their building principal, or supervisor, or Assistant Superintendent of Human Resources. The building principal, supervisor, or the Assistant Superintendent of Human Resources will promptly conduct an investigation. The investigation may be conducted by District officials or by a third party designated by the District. Upon completion of the investigation, the District will take appropriate action based on the results of the investigation including informing the complainant of the proposed resolution. Unless impracticable under the circumstances, the proposed resolution will be discussed with the complainant within ten (10) days of the date that the complainant reported the harassment.

If the complainant is dissatisfied with the proposed resolution, the complainant may file a formal grievance under District Rule. Forms for filing a formal complaint are available from the building secretary, by contacting Human Resources, or by accessing the district website under Staff Information, Handbooks and Forms.

Any person, who feels their rights to a working environment free of all types of harassment have been jeopardized, should report such incidents to the building principal or the district's Assistant Superintendent for Human Resources. They can be reached either in the individual building or at the Central Administration Office, 420 South Washington Street, Papillion, or by calling 537-6206. Offenders will be subject to disciplinary procedures as found in the employee handbook. (ADOPTED 06-12-00)

Sexual Harassment

The District will provide a school environment free from sexual harassment.

The Equal Employment Opportunity Commission (EEOC) has adopted written guidelines stating that any sexual harassment tolerated by employers constitutes a violation of Title VII of the Civil Right Act of 1964. The EEOC guidelines state:

“Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when (1) submission to such conduct is made either explicitly and implicitly a term or condition of an individual's employment, (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (3) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.”

Any employee of the school district who engages in sexual harassment will be subject to appropriate discipline, up to and including termination.

An aggrieved person should directly inform the person engaging in sexually harassing conduct or communication that such conduct or communication is offensive and must stop. If the aggrieved person does not wish to communicate directly with the person whose conduct or communication is offensive or if direct communication with the offending person has been ineffective, the aggrieved person should report the conduct or communication to a supervisor, principal, superintendent of schools or board of education member with whom he or she feels comfortable in reporting the issue. The Assistant Superintendent for Human Resources will be assigned to investigate any complaints regarding sexual harassment, except that any complaint regarding the Assistant Superintendent for Human Resources will be investigated by the Superintendent.

Regardless of the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not cause any reflection on the complainant nor will it affect his or her employment, compensation or work assignments.

(ADOPTED 09-09-91) (REVISED 03-14-94) (REVISED 10-09-95) (REVISED 06-12-00)

Reporting an Accident

If an employee is involved in an accident at work, immediately or as soon as possible within 24 hours, they must complete an Employee Accident Form and report the accident to the immediate supervisor. This form is available from the building secretary or the District Business Office. The supervisor will then complete an accident analysis form. Both forms must be sent to the Business Services Office.

Employee Safety Procedure

Philosophical Statement

The Papillion-La Vista Public School District recognizes that in order for employees to reach the district goal of providing “a student-centered environment which is safe, supportive, and nurturing” the employees should be free from verbal or physical intimidation and assault in all aspects of their school related duties.

Definitions

For the purpose of administering this policy, the following definitions will apply:

A verbal threat of physical violence or property damage made against any employee by a hostile party (i. e. student, parent/guardian, employee, or intruder) will be considered a **verbal assault**.

Any physical contact initiated by a hostile party (i. e. student, parent/guardian, employee, or intruder) attempting to intimidate or injure an employee will constitute a **physical assault**.

Any threats to commit a crime of violence with the intent to terrorize another

person or any threat made in reckless disregard of the risk of causing such terror will be considered a **terroristic threat**.

Any willful and malicious harassment by a hostile party against an employee with the intent to terrify, threaten, or intimidate and which serves no legitimate purpose will constitute a **stalking threat**.

Employee Procedures

Preventive Measure

1. If an employee feels that a parent conference is likely to be confrontational, he or she should ask for a counselor and/or administrator to be present during the conference.

Reactive Measures

2. If the employee feels reasonably certain he/she is not facing physical danger, then he/she should request that the hostile party immediately report to the school office to meet with a building administrator or supervisor. In the event that the hostile party refuses to report to the office, the employee will go to the office immediately and report the incident to the building administrator.
3. If the employee feels he/she is in a volatile situation that could result in physical violence, the employee should remove himself/herself from the situation and report to the office OR call the office via the intercom and request **IMMEDIATE OFFICE ASSISTANCE**.
4. If no building administrator is present, the employee should attempt to call or direct the office secretary to call central office for assistance. **All employees always have the right to call 911 for immediate personal assistance from police or to call for medical assistance.**
5. The employee will fill out a complete incident report and give it to the principal within 24 hours unless physical or emotional conditions prevent the employee from doing so. The employee may request reimbursement for personal property damaged or destroyed during the assault. The extent of reimbursement in such incidents will be dependent any settlement's agreed to by the District's insurance carrier.

Administrative Procedures

Once an employee has reported a verbal or physical assault, a building administrator will do the following:

1. Attempt to defuse a hostile or potentially violent situation when confronting the hostile party who agreed to report to the office.
2. Seek out the hostile party in the event that the employee has reported to the office alone. The hostile party will be requested to report to the office or directed to leave school property.
3. Report immediately to the room or area of any employee calling for **IMMEDIATE OFFICE ASSISTANCE** via the intercom. In the event that

no administrator is in the building or one cannot be located, the office secretary will contact two other employees (from a list of designated staff) via the intercom and request that they report to a room or area to **OFFER IMMEDIATE ASSISTANCE**. The employees sent to offer assistance will request that the hostile party report to the office and escort the employee requesting assistance to a safe location, if necessary.

4. After ascertaining the physical and emotional condition of the employee involved and attending to his or her needs, building administrators will report all verbal and physical assaults to the police for immediate attention.
5. An administrator or employee may pursue a legal restriction against the hostile party in order to protect the employee or safeguard the school environment.
6. A student issuing a verbal threat to any employee may face in or out of school suspension or a recommendation for expulsion or reassignment.
7. A student involved in a physical assault on any employee will face out of school suspension or a recommendation for expulsion or reassignment.

* Nothing in the design of these procedures prohibits or prevents a staff member from filing a report with law enforcement officials in the event of an assault or threat. In the event that an individual staff member files a report, the informing of the building administrator is expected.

District Procedure

The Papillion-La Vista School District will require all building administrators to document all verbal and physical assaults on employees and supply the office of the superintendent of schools with a summary of incidents. An annual summary will be prepared documenting incidents which occur. Upon request, the office of the superintendent will provide the summary figures with a building by building breakdown to the PLEA president.

Building projects will take safety and supervision into account during the design phase.

Mandatory Training

The district requires that all employees receive training regarding Universal Precautions, Child Abuse/Neglect Policies, and Sexual Harassment Policies. This training is presented annually at the beginning of the school year for all new employees. Employees hired throughout the year or employees that cannot attend this presentation receive this training via the District Website PowerPoint. Building principals or supervisors will be expected to ensure new employees have viewed the training information and that required, completed form is sent to Human Resources.

Evaluations

Every district employee receives a written evaluation yearly. To gain a clear understanding of your job expectations and your performance, you and your supervisor will discuss your evaluation together and each of you will sign it. The evaluation then becomes part of your permanent personnel file. (Please refer to your Teacher Evaluation Cycle Handbook)

Employee Personnel File

State law requires all materials concerning an employee be kept in a confidential file at the district's Human Resources Office. No material relating to a job performance will be placed in the file until the employee has read and signed it. A signature merely indicates knowledge of, not agreement with, the document. A reply to any document about a performance may be written and submitted by the employee, and it will be added to his/her file.

Any letter or records of phone calls made anonymously will not be put into an employees' file without their knowledge. Employees may see the contents of their files by making an appointment with the Administrative Secretary of Human Resources.

Employee Access Center

Employees of the district can review all of their data from Human Resources and Payroll on line via the Employee Access Center. This information includes such things as salary, benefits, payroll check history, deductions, leave, certifications and degrees (certified staff only) via the district website at: <http://www.paplv.esu3.org>. This is "READ ONLY" access.

Each employee will have a user ID and password. The user ID is your employee number (given to you by HR) and the password is the employee's social security number without the dashes. The first time an employee logs on the system will bring up a message asking the user to change the password from the social security number.

Please email questions to:

lgintz@paplv.esu3.org : regarding passwords, screen navigation, logon, etc.

tstaub@paplv.esu3.org: regarding salary, leave, deductions, and benefits.

lhrebik@paplv.esu3.org: regarding certificates, employee number

Resignation

If an employee should decide to leave his/her position, a letter of resignation is required and a Human Resources Action Form must be filled out and filed with the Human Resources Office. An exit interview should be conducted by the supervisor of their designee and sent to the Human Resources Office. Employees resigning at the end of their contract period, may elect to receive their final pay in one lump sum or have it remitted in three equal installments. The Board of Education approves all resignations. Resignations received after June 1st could be denied if the Board of Education feels a suitable replacement cannot be found.

Termination

All terminations of employment shall comply with state law. Any supervisor anticipating recommending a termination shall consult with the Assistant Superintendent of Human Resources Office on procedural matters. All terminations must be ratified by the Board of Education.

Disciplinary Procedures

The key to a successful working relationship between employer and employee is good communication. If a problem arises with a job performance or behavior, it is important for the employee to have a clear understanding of the district's concerns. The following guidelines have been set by the district. With cooperation, these procedures can stop small problems from becoming big ones.

The following disciplinary actions will be considered whenever an infraction of employer-employee relations occurs. Infractions may be related to policies, rules, regulations or procedures which are administrative in nature, or the infraction may be related to job performances. These actions are not intended to be a hierarchy, but options. It is understood that this guideline for disciplinary action in no way negates the grievance clause of the contract between the school and the Service Union or the Papillion-La Vista Education Association. The supervisor will select the most appropriate action.

Verbal Counseling

A conversation which would include but not be limited to reminding the employee of rules, regulations, procedures, job description as well as complimentary remarks of good performance.

Oral Reprimand

A written summary of an oral reprimand which will be placed in the employee's personnel file to document the conversation. (i.e., On such and such day I had a discussion with John Doe about...) A signature of the employee and supervisor is required on this written summary.

Conference Report

A set meeting with the employee and his/her supervisor to discuss inadequate performance or inappropriate behavior. This conference will provide a thorough discussion of behavior or inadequate performance and actions needed to be taken to improve that behavior or performance. This conference may include the Assistant Superintendent of Human Resources. A written summary, signed by the employee, is placed in the employee's personnel file.

Written Reprimand

An action by an employee of a more serious nature will trigger a written reprimand. It gives the employee notice that his/her actions have placed his/her continued employment with the district in jeopardy.

Probationary Status

An action which will be used primarily for poor work performance: An employee may be placed on probationary status at any time for not performing job responsibilities adequately. Probation allows employees up to 60 calendar days to work on his/her performance. An evaluation will occur at the end of this period to determine the status of the employee. Time lines apply only to classified employees.

Suspension With Pay

An action will generally be used when an employee has been charged with a crime or when a serious accusation is made against the employee. The employee may be suspended with pay while an investigation is conducted.

Suspension Without Pay

This action may be taken for two reasons: 1) as a result of less serious disciplinary actions which have not improved performance. 2) as a result of an infraction of a very serious nature.

Termination of Employment

This action may be used when the nature of the infraction warrants it or when the employee's records show previous infractions have not been corrected. Employee will be given a written notice of the effective date of termination.

Hiring Procedures

The Papillion-La Vista School District is an equal opportunity employer. The district's goal is to select the most competent personnel available. Naturally, different positions require different levels of experience, education and skills. Certain positions may require a license or certificate.

Job openings are posted at each school and the District Office. Some openings are also listed in the classified section of the local newspaper. Anyone qualified is welcome to apply for a position.

Background Checks

Once identified to fill a position, all potential employees will have a background check completed through law enforcement agencies and Health and Human Services. A satisfactory background check must result in order to finalize the hiring process.

School Closing

Any decision to close school due to inclement weather will be announced by 6:30 A.M. on local radio and TV stations. Once school is in session and bad weather occurs, students normally will not be dismissed before noon.

Assignment of Staff

The Human Resources Office assigns all staff. Top priority is given to the needs of the district and many factors play a part in deciding those needs. Requests are given some consideration. Generally, assignments are made based on areas of most need. Assignments within buildings or departments

are the responsibility of the building/program administrator.

Transfers

A detailed procedure regarding district transfers is available. Contact Human Resources Office or the Building Principal for more information.

Purchases

The District will keep basic supplies on hand at your school or at the District warehouse. For basic supplies contact your building secretary and she will obtain the supplies you need. However, there may be times when a purchase needs to be made from a vendor. A requisition form should be filled out, available from the school secretary or a supervisor. It must be filled out completely, including vendor, address, item, quantity and price. It must be approved by your supervisor prior to ordering. The requisition should be turned in to the building secretary for input into the District purchase order system. After approval by your supervisor purchase orders are generated and mailed daily by the accounts payable department located at the Central Office. If the item is needed immediately, a requisition, complete with a requisition number, can be obtained from the building secretary. The requisition approved and signed by your supervisor, can then be taken to a local vendor for purchase of goods. At this time not all local vendors accept requisition forms from the District. Discuss with your secretary the best method to make a purchase from a local vendor.

If the vendor does accept our requisition a receipt from the vendor should be turned in along with the completed and signed requisition into the building secretary. The building secretary will send the receipt and signed requisition to accounts payable for payment to the vendor.

There may be occasions, such as registration to attend a pre-approved seminar, when a fee will need to be paid prior to the Board of Education meeting. In those cases, a purchase order is still the preferred method of payment, submitted with the appropriate forms. Any out of state travel must be approved by the Board before payments will be made.

Administrators are responsible for establishing procedures in their buildings and department to insure that these procedures are followed.

Contagious Diseases

Policies and procedures for maintaining confidentiality concerning HIV and other contagious diseases are available for employees' review. Awareness of these policies and procedures is important because inappropriate handling of information concerning these issues can cause serious difficulties for the district and severe disciplinary action for employees. All employees are expected to know and use universal precautions outlined in the student section of the handbook.

District Policies Regarding Students

Discipline

Most district employees come in contact with students during the course of the day. Corporal punishment (striking, spanking, shaking or touching a student in any aggressive way with the employee's body or an object) is not allowed in accordance with state law. However, appropriate force may be used in self-defense, or the defense of others.

Any disciplinary action involving students should be consistent with the rules established by the building and district.

Universal Precautions

In general, a student's or employee's illness or injury will be dealt with by the school nurse or health paraprofessional. Because the need to help a sick or injured child may exist, training is required for all school employees. Because of the threat of infectious diseases, the following precautions must be followed for everyone's health and safety.

- Gloves should be worn when contact with any blood or bodily fluids is anticipated and should therefore be carried during playground duty, school activities, sports and field trips. They should also be worn for touching mucous membranes or broken skin (abrasions, etc.). Gloves should be changed after contact with each student. Hands should be washed immediately after removal of gloves.
- Disposable paper supplies and bandages should be used in the treatment and clean-up of any blood or bodily fluid.
- Disposable emergency mouth-to-mouth resuscitation masks should be used for such emergencies.
- Employees who have an open lesion, wound, dermatitis, etc., should cover them with a dressing that will prevent contamination from other sources.
- Clean-up of blood and bodily fluids are dealt with primarily by the custodial staff. However, again, precautions must be taken by all employees.
- Gloves must be worn for clean-up and disposal.
- Contain blood or bodily fluids with paper towels and use them to wipe up. Then place them in an individual plastic bag for disposal.
- Vomit must be covered with vomit absorbent first. (This is available from the custodians.) Follow the directions, then place the material in an individual plastic bag for disposal.
- Anything non-disposable (dust pans, brooms, etc.) must be sanitized. Cover them with a plastic bag until this can be done correctly.
- All plastic bags containing disposed material must be tied and disposed of in a lined trash receptacle.
- Soiled clothing should be removed immediately and placed in a plastic bag for laundering in hot water and detergent for 25 minutes. If cooler water is used, appropriate solutions must be used to inactivate the microorganisms.
- Both the injured party and the first-aid responder must wash their

hands or any exposed areas of the body immediately at the finish of clean-up and disposal.

Should first aid to a fellow employee or visiting adult be required, the same precautions should be applied.

Suspected Child Abuse/Neglect

By state law, any district employee must report suspected child abuse or neglect. Child abuse or neglect is defined as:

“Abuse or neglect shall mean knowingly, intentionally or negligently causing or permitting a minor child to be: (a) placed in a situation that endangers his or her life or physical or mental health; (b) cruelly confined or cruelly punished; (c) deprived of necessary food, clothing, shelter, or care; (d) left unattended in a motor vehicle if such a minor is six years or younger; (e) sexually abused; or f) sexually exploited by allowing, encouraging or forcing such person to solicit for or engage in prostitution, debauchery, public indecency, or obscene or pornographic photography, films or depictions.”

If any of the above is suspected by an employee, a supervisor must be contacted. Appropriate district forms must then be completed and sent to the appropriate offices. With the supervisor’s assistance, the Sarpy County Communication Center must also be contacted (593-2310). This information may be firsthand or hearsay. The Center will contact the appropriate agency to investigate.

Investigating the incident is not the employee’s responsibility. Immunity from any civil or criminal liability for reporting exists, unless maliciously false statements are given.

Failure to report a suspected case of child abuse or neglect will be considered just cause for disciplinary measures up to and including termination.

Student Confidentiality

Any student records, including reports of illness, abuse and neglect, are strictly confidential. Student privacy will be rigidly protected by all employees of the district. Failure to do so will result in disciplinary action, up to and including termination.

Crisis Assistance

In case of a crisis situation (the sudden death of a student or staff member, the arrest of a trusted student or staff member, a hostage situation, etc.) the District Crisis Assistance Team will work directly with each school and will supply guidelines in dealing with the situation. The Team will help decide what information is to be provided to students, staff, and community how they will be informed. All crisis information will remain confidential unless decided otherwise by the Crisis Assistance Team.

Summary

This handbook is a general guide to the operations of the school district. More information and specific details on matters covered here are provided in negotiated agreements, Board of Education policies and department brochures. Questions that are not addressed in this handbook may be answered by contacting a supervisor, the Human Resources Office or another appropriate office. All employees are wished the best as they work with their colleagues to provide quality education for the students of Papillion-La Vista.